



**DEPARTMENT OF THE NAVY**  
**NAVAL TRAINING CENTER**  
**2601A PAUL JONES ST**  
**GREAT LAKES, ILLINOIS 60088-5000**

NTCGLAKESINST 5720.12F  
01B  
12 Mar 99

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 5720.12F

From: Commander, Naval Training Center, Great Lakes

Subj: ORGANIZATION AND UTILIZATION OF U.S. NAVY BAND GREAT LAKES

Ref: (a) BUPERSINST 5450.37 (Series)  
(b) BUPERSMAN 1860240  
(c) SECNAVINST 5720.44A  
(d) DOD DIRECTIVE 5410.18 (Series)  
(e) DOD DIRECTIVE 5410.19 (Series)

1. Purpose. To publish information and guidance regarding utilization of U.S. Navy Band Great Lakes.

2. Cancellation. NTCGLAKESINST 5720.12E. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction is applicable to all commands/activities under area coordination of Commander, Naval Training Center (CNTC), Great Lakes.

4. General. U.S. Navy Band Great Lakes is led by the Bandmaster, a Limited Duty Officer, who serves as Director of 44 members consisting of an Assistant Director (E9), one E8, 2 E7s and 41 E6 and below personnel and is the only official Navy Band in the Midwest.

5. Mission. To provide ceremonial and entertainment units in support of official functions, morale and retention programs, community relations and recruiting initiatives throughout an eleven-state, mid-western Area of Responsibility (AOR).

6. Function. As outlined in reference (a), U.S. Navy Band Great Lakes is a field activity of the Bureau of Naval Personnel (Pers-64) and reports to CNTC, Great Lakes for operational purposes.

7. Performance Capabilities. The Band can support the following events: Military and public-domain ceremonies/parades; military funerals; dances/receptions/balls (for official military functions only); military and public-domain shows/concerts.

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To support these events the Band forms an all-hands ceremonial/parade and concert unit. Further, the Band maintains the following sub-groups, as manning levels permit, in addition to forming various single/duo/trio units when required:

- a. MIDWEST NAVY SHOWBAND. An 18-piece jazz/show unit.
- b. HORIZON. An 8-piece contemporary variety/show unit.
- c. BRASS AMBASSADORS. A traditional chamber ensemble (brass quintet).
- d. WINDWARD. A traditional chamber ensemble (woodwind quintet).

8. Requesting Procedures. The Bandmaster is the point of contact for scheduling units of the Band. Requests must be received at least 30 days prior to the event to receive full consideration. Confirmation of Band performances cannot be made more than 90 days in advance for military/recruiting-sponsored events and 60 days for civilian-sponsored events. Requests for services are submitted directly by letter or FAX to the Band at the following address:

DIRECTOR  
NAVY BAND GREAT LAKES BLDG 150  
2815 BARRY PLACE  
GREAT LAKES, IL 60088-5024

[FAX Commercial (847)688-3796, DSN 792-3796]

9. Scheduling Priorities and Preemption. The Band's Operations Department coordinates scheduling activities for the Bandmaster. All scheduled engagements are subject to preemption by NTC. Support is provided in the following priority on a first-come-first-serve basis:

- a. CNTC.
- b. Navy Recruiting Command.
- c. Other NTC commands/activities.
- d. Other U.S. Navy commands within Navy Band Great Lakes area of operation.

- e. Community-Relations events in support of CNTC
- f. Other events/functions outside Navy Band Great Lakes area of operation (requires CNTC and NPC-64 approval).
- g. Other U.S. military units (USA, USMC, USAF, USCG).

10. Logistics/Facilities Management. The Band is supported with funding, equipment and personnel primarily by the Head of the Navy Music Program (Special Assistant for Music (NPC-64)) and, secondarily, by NTC. Facilities/services are managed by the Bandmaster through a Host/Tenant Agreement with CNTC, Great Lakes. The Band operates at no additional expense to the government and relies on sponsor-provided funding to meet obligations outside the local area. Administrative/Fiscal/Supply Management duties are performed by band personnel as collateral assignments. Contracting/Shipping/Receiving services are coordinated through the NTC Supply Department.

11. Performance Guidelines and Limitations. All military bands are restricted in certain areas of performance. Specific rules and regulations may be found in references (b) through (e). The following are the major areas of consideration:

- a. Recording or filming of shows for commercial (resale) purposes is strictly prohibited.
- b. All civilian domain performances must be "free and open to the public."
- c. Performances in support of civilian/public fund raising events are strictly prohibited.
- d. Performances, which give an appearance of U.S. Navy endorsement of commercial establishments, products or political causes, are strictly prohibited.



EDWARD E. HUNTER

Disbrubution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), III-A, B, C through VIII